AVOID DISASTER: TIPS FOR GETTING ORGANIZED

Tips

**RESEARCH**
- Know what you’re looking at; read citations and records accurately.
- Email good citations and articles to yourself as you find them.
- Keep track of what you’ve done, what worked, and what didn’t.
- Take good notes: clearly mark quotes, paraphrases, summaries, and your own thoughts.
- Organize your research as you gather it.

**TIMING AND ORGANIZING**
- Make sure you understand the assignment.
- Estimate how much time you think the assignment will take and double it.
- Break the assignment down into small parts by using the Assignment Calculator.
- If you can’t efficiently find what you need, get help.
- Leave yourself time to do the paper or project; don’t get stuck in the research or planning processes.
- Bounce ideas around with friends, classmates, etc.
- Take advantage of the UCLA resources for students.
- Attend a workshop for more tips and practical ideas.

Resources

**RESEARCH**
- Ask a librarian at the reference desk.
- Ask your professor or TA.
- Ask a librarian online at <http://www.library.ucla.edu/questions>.
- Check out the UCLA Library’s research guides online at <http://guides.library.ucla.edu>.

**WRITING AND STUDYING**
- AAP Tutoring Programs
  http://www.aap.ucla.edu/tutoring/peer_learning.html
- Academic Success Workshops from ORL
  http://www.ugeducation.ucla.edu/aitc/workshops.html
- UCLA Computer Labs
  http://map.aisucla.edu/go/1004110
- Office for Students with Disabilities
  http://www.osd.ucla.edu
- One-on-one writing tutorials for international students
  http://www.internationalcenter.ucla.edu

**STRESS AND WELLNESS**
- Mind Body Clinic
  Ashe Student Health and Wellness Center
  http://www.studenthealth.ucla.edu
- Make Friends and Create a Strong Social Network
  UCLA Center for Student Programming
  http://www.studentactivities.ucla.edu
- Counseling and Psychological Services
  http://www.counseling.ucla.edu
- Sweat Your Stress Away and Relax
  UCLA Recreation
  http://www.recreation.ucla.edu
- Workshops at the Center for Women and Men
  http://www.thecenter.ucla.edu
- Academics in the Commons
  http://www.ugeducation.ucla.edu/aitc

**OTHER STUFF**
- Online IT Tutorials
  http://www.learnIT.ucla.edu
- Office of the Dean of Students
  http://www.deanofstudents.ucla.edu